

CONTRACT REPORTING REQUIREMENTS

Type of Report	When to Submit	Where to Submit	Applicable Forms and Guidance Documents
Status Report	Every June and December only. Please submit in Word format.	Email to opdcontracts@dos.ny.gov	Status_Form.doc Status_Guidelines.pdf
MWBE Utilization Plan (Form D)	When any new state-certified MWBE firms have been hired for this contract. Check NYSCS quarterly (March 31, June 30, September 30, December 31) to ensure all hired state-certified MWBE firms appear for this contract. MWBE Form D should be submitted by the grantee only.	Email to opdcontracts@dos.ny.gov	Form D – Utilization Plan.docx
MWBE Utilization Report	As payments are made to state-certified MWBE subcontractors. Confirm that all payments made have been entered.	NYS Contract System (NYSCS) https://ny.newnycontracts.com	NYSCS step-by-step guide.pdf
MWBE Workforce Utilization Report (Form C)	Quarterly (March 31, June 30, September 30, December 31). MWBE Form C should be submitted by the grantee and any hired subcontractors.	Email to opdcontracts@dos.ny.gov	Form C – Workforce Utilization.docx
Payment Request	Quarterly, with the following exceptions: <ul style="list-style-type: none"> - no costs were incurred during the quarter. - an advance was received and not yet spent in full. - 90% of the grant award has been received, but the project has not yet been completed. 	Email payment request, corresponding attachments and standard voucher in one combined PDF file to: dos.sm.Fiscal.CAU@dos.ny.gov Subject should be: Payment request: [Contract Number], [Grantee Name], (Funding Source, such as LWRP, BOA, DRI, URI, SSER, etc.) For example - Payment request: C1001234, City of Evergreen, (LWRP)	BOA: PR forms - BOA.xlsx LWRP: PR forms – LWRP.xlsx Other: PR forms – Other.xlsx Attachments: PR attachments.xlsx Backup documentation information: Backup.docx
Products	As draft and final products are completed. If any completed products have not yet been submitted, they should be submitted at this time. Refer to the work plan of your contract for further details.	Email to your DOS Project Manager.	Work Plan (Attachment C or Appendix D) of the executed contract or most recent amendment.